



*Strengthening our community by creating opportunities for diverse housing alternatives.*

**Board of Commissioners  
Minutes of Regular Meeting  
May 14, 2020 at 6:00 p.m.**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, May 14, 2020 at 6:00 p.m. MDT remotely via Zoom Video Communications meeting ID 87893560506 and password 836057, or dial-in number 213-215-8782.

**Commissioners Present**

Kyle Henderson, Chairman  
Pat Cronenberger, Vice Chairperson  
Aubrey Ebbs, Commissioner  
Aaron Heumann, Commissioner  
Mike Madrid, Commissioner  
Stewart Meagher, Commissioner

**Commissioners Absent**

Sandra Petry, Resident  
Commissioner

**SMHO Leaders/Others Present**

Corey Reitz, Executive Director  
Lauren Money, Deputy Director &  
Director of Finance  
Iván Anaya, Director of Real Estate  
Jamie Hensley, Director of Operations

**Board Meeting Minutes**

**Call to Order**

Chairman Henderson called the meeting to order on May 14, 2020 at 6:06 p.m. MDT. A quorum of members was present, and the meeting was ready to proceed with business. Upon the meeting being called to order, Chairman Henderson represented the Board of Commissioners by reading the SMHO mission statement.

**Review of the Agenda**

Chairman Henderson reviewed the agenda. The agenda was adopted by the Board.

**Unscheduled Public Appearances**

There were no unscheduled public appearances.

**Scheduled Public Appearances**

There were no scheduled public appearances.

**VOTE: Approval of the Minutes of March 12, 2020 Regular Meeting**

Upon motion duly made by COMMISSIONER MADRID and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE MARCH 12, 2020 REGULAR MEETING.

AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Ebbs, Commissioner Heumann, Commissioner Madrid, and Commissioner Meagher

NAY: None

ABSTAIN: None



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MOTION CARRIED: 6:0:0

**VOTE: Financial Reports**

Deputy Director & Director of Finance, Lauren Money, presented the financial reports. Project results were reported as of April 30, 2020, except for Libby Bortz Assisted Living Center (LBALC), which was reported as of March 31, 2020. Budget variances and vacancies were examined. Historical vacancies and the vacancy standard were discussed. The financial position of LBALC was discussed in more detail, including the impact of COVID-19.

Upon motion duly made by COMMISSIONER MEAGHER and seconded by COMMISSIONER EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF APRIL 30, 2020 FOR SMHO AND POWERS CIRCLE APARTMENTS AND AS OF MARCH 31, 2020 FOR LBALC.

AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Ebbs, Commissioner Heumann, Commissioner Madrid, and Commissioner Meagher

NAY: None

ABSTAIN: None

MOTION CARRIED: 6:0:0

**VOTE: Annual Agency Audit**

The 2019 annual agency audit was provided to the Board for review. The Board needed more time to review and proposed tabling the discussion and approval of the 2019 annual agency audit.

Upon motion duly made by COMMISSIONER MEAGHER and seconded by CHAIRMAN HENDERSON, THE BOARD UNANIMOUSLY VOTED TO TABLE THE 2019 ANNUAL AGENCY AUDIT UNTIL THE JUNE 11, 2020 REGULAR BOARD MEETING.

AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Ebbs, Commissioner Heumann, Commissioner Madrid, and Commissioner Meagher

NAY: None

ABSTAIN: None

MOTION CARRIED: 6:0:0

**Staff Reports**

***Section 22***

Director of Real Estate, Iván Anaya, presented an update and summary of recent calls with the U.S. Department of Housing and Urban Development (HUD) pertaining to SMHO's Section 22 application. A draft approval has been prepared by HUD's Special Applications Center (SAC) and is ready to be sent to HUD headquarters in Washington D.C. for final approval, which is anticipated in mid-July. As SMHO will be the first public housing authority to receive Section 22 approval, the transaction is likely to have a higher level of scrutiny. Conversion after approval is expected to take around sixty (60) days. SAC's main recommendation was regarding the transfer of ownership to a nonprofit affiliate in order to significantly lessen the burden on both



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SMHO and HUD, as well as allow for greater flexibility with development, acquisition, supportive services, and other mission-related uses of the proceeds. A resolution for the creation of the nonprofit is expected to be presented for Board approval within the next month.

Long-term use restrictions, downsides, and concerns were discussed. SMHO has done proper due diligence and is comfortable moving down this path once it meets the standards of the Board.

### ***Habitat for Humanity***

The Board reviewed the pros and cons of working with Habitat for Humanity of Metro Denver as a partner, as presented by Mr. Anaya. SMHO has thoroughly reviewed other options and determined that Habitat is the best option. The Board would like to hear from Habitat, which will be coordinated by Mr. Anaya for the June or July Regular Board meeting.

### ***Operations Update***

Director of Operations, Jamie Hensley, provided an update on SMHO operations. Overall, things are going well, and processes are moving forward without delays. In response to COVID-19, HUD has given public housing authorities the option to temporarily waive certain requirements while remaining in compliance. SMHO has adopted certain waivers, including remote recertifications (annual as well as interim), pausing housing quality standard inspections, self-certifications for new move-ins, and waiver of community service requirements for public housing. Routine work orders have been suspended and while turns for vacant units were stopped initially; they have resumed in the past few weeks. New staff was noted.

### ***Libby Bortz Assisted Living Center***

Executive Director Reitz delivered positive news about the containment of COVID-19 at LBALC. SMHO is awaiting official sign off by Tri-County Health. Mike Eyman was recognized for his efforts and responsiveness during the pandemic. The Board suggested a letter from SMHO to City Counsel, copying Mark Ralph, to commend Mike's efforts. Mr. Reitz explained next steps for the facility. New move-ins are now allowed with the requirement for new residents to be quarantined for two (2) weeks.

A new marketing/admissions person was hired for LBALC. Ms. Mallory is working on replacing the temporary staff that was hired over the past six (6) months with permanent employees. There are only a few open positions remaining and LBALC will be more prepared in the event of a set-back.

### ***Littleton Housing Taskforce***

The Littleton Housing Study recommendations were discussed by the Board. Most of the recommendations were incorporated into the Comprehensive Plan, which will be the basis of the Littleton Housing Taskforce along with a few additions. The next meeting will be scheduled after the City Studio on May 18, 2020.

## **Resolutions**

### ***VOTE: Resolution 20-03: Add/Change Signatory Authority***

Ms. Money presented and recommended the approval of Resolution 20-03, which will add Lauren Money, Director of Finance and Deputy Director, and Emma Mallory (for Libby Bortz Assisted Living Center and Littleton Section 8 Housing Corporation accounts only), Executive Director of Libby Bortz Assisted Living Center, as authorized signers, effective May 14, 2020.

Upon motion duly made by COMMISSIONER MADRID and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 20-03, ADDING LAUREN MONEY AS AN AUTHORIZED SIGNER FOR ALL SOUTH METRO HOUSING OPTIONS CONTRACTS, DEEDS, AND OTHER INSTRUMENTS, AND ADDING EMMA MALLORY AS WELL AS REMOVING



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MARCY PLAMONDON AS AN AUTHORIZED SIGNER FOR ONLY AND ALL FINANCIAL INSTRUMENTS HELD ON BEHALF OF LIBBY BORTZ ASSISTED LIVING CENTER AND LITTLE SECTION 8 HOUSING CORPORATION, EFFECTIVE MAY 14, 2020.

AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Heumann, Commissioner Madrid, and Commissioner Meagher

NAY: None

ABSTAIN: Commissioner Ebbs

MOTION CARRIED: 5:0:1

***VOTE: Resolution 20-04: Opening of a Bank Account***

Ms. Money presented and recommended the approval of Resolution 20-04, which will authorize the opening of a bank account for Littleton Section 8 Housing Corporation with FirstBank and authorize Corey Reitz, Lauren Money, Emma Mallory, Kyle Henderson, and Patricia Cronenberger as signatories to the account, effective May 14, 2020.

Upon motion duly made by COMMISSIONER MADRID and seconded by COMMISSIONER MEAGHER, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 20-04, AUTHORIZING THE OPENING OF A BANK ACCOUNT WITH FIRSTBANK AND AUTHORIZING SIGNATORIES TO THE ACCOUNT AS COREY REITZ, LAUREN MONEY, EMMA MALLORY, KYLE HENDERSON, AND PATRICIA CRONENBERGER, EFFECTIVE MAY 14, 2020.

AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Heumann, Commissioner Madrid, and Commissioner Meagher

NAY: None

ABSTAIN: Commissioner Ebbs

MOTION CARRIED: 5:0:1

**Commissioner Reports**

***Finance Committee***

The May 11, 2020 Finance Committee meeting minutes, including detailed discussion on the financials, were provided to the Board for review. Vacancies and the 2019 annual agency audit were examined. The potential refinance of LBALC was reviewed and recommended. A resolution will be presented for Board approval in the June 11, 2020 regular meeting.

**Other Business**

Chairman Henderson commended staff for their response in the current environment. *Golden Gate* was assigned for book club.

**Next Meeting**

The next Board of Commissioners of South Metro Housing Options meeting is scheduled for June 11, 2020 at 6:00 p.m. MDT. The location is to be determined and will be communicated a week prior to the meeting.



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**Adjournment**

Upon motion duly made by COMMISSIONER HEUMANN and seconded by COMMISSIONER MADRID, THE BOARD UNANIMOUSLY VOTED TO ADJOURN THE REGULAR BOARD MEETING ON MAY 14, 2020 AT 8:20 p.m. MDT. The motion carried.

ATTEST:

X

\_\_\_\_\_  
Kyle Henderson  
Chairman

X

\_\_\_\_\_  
Corey Reitz  
Secretary